

Personnel Officers' Conference

Personnel officers from the ^{headquarters} offices, staffs, and divisions of the Organization met for a two-day conference on 9 and 10 June. The conference convened at a site several miles from the Headquarters area in order to permit the conference body to devote its full attention to the topics on the agenda. Participants remained at the site overnight.

The agenda was divided into three major parts, each considered in terms of its direct relationship to the Organization: personnel management, personnel practices, and personnel problems.

The conference body, after meeting together for the first portion of the agenda, separated into smaller discussion groups. Guest speakers presented specific items under the three major portions of the program and led discussion periods by the groups after the presentations.

Topics explored by the groups were the structure of personnel administration in the Organization, career planning and development, the Career Council, competitive promotions, the fitness report, training, manpower utilization, and communications.

In addition to the above, the position of the Organization in the Federal structure was explained and discussed.

Approximately 75 persons attended the conference, all of whom have an immediate responsibility in the personnel management program of the Organization.

Future conferences will be held at least annually.

Pay Study

5

SUPPORT BULLETIN ARTICLE

On July 15 the President sent to Congress a message outlining ^{his} the proposal for a comprehensive study of the compensation of ~~the 2.4 million~~ Federal employees. He asked Congress to create a commission to undertake the study, and a bill was introduced in the House on July 17 for this purpose. The Administration is optimistic over the possibilities for Congressional approval of the proposal, which was discussed informally with Congressional leaders before submission.

The President's proposal calls for a 15-man commission, to be composed of four members of the Senate, four members of the House, three members of the Executive Branch, three representing the public, and a chairman. The chairman and those from the Executive Branch and the public would be appointed by the President. One of the Presidential appointees is expected to be an employee leader.

In his message to Congress, the President said that debates in Congress on the recent Postal and Classified pay bills had emphasized the problems inherent in a system which depended for the most part on the legislative process for the periodic adjustment of salary schedules. He pointed out that the salaries of most white-collar workers had, over the past 10 years, been adjusted on the average of once every 2½ years. By contrast, blue-collar workers had averaged one adjustment annually. As a result, he said, supervisors in some establishments were receiving less

changes needed to correct this:

1. Higher salaries for executives. In his message to Congress the President said that the rigidity of the pay of top Government officials had had the effect of depressing the salaries of career employees in the upper grades. The Administration feels that Congress had already indicated its recognition of this problem by recently increasing substantially the pay of the top-ranking military officers.

2. In addition to the regular periodic step-increases, the Administration desires in-grade promotions as rewards for proficiency. They view the step-increase as a device to recognize the experience which naturally comes with service but feel that it is a simple reality that from a given period of service some employees will profit more than others in terms of increased ability.

3. The Administration desires to see above-minimum rates of pay for above-average people.

4. Each grade promotion, in the Administration's view, should result in at least the equivalent of two step-increases. At present the minimum is the equivalent of one step-increase.

5. In addition to the above, liberalization of longevity ^{step-} increases is also sought.

The President's outline of the proposed commission's work closely follows the recommendations of the report of the Cabinet steering committee headed by James T. O'Connell Under Secretary of Labor. That committee recently finished its work and reported to the President.

The committee recommended presidential authority to fix and adjust

(Support Bulletin Article)
(July 1958)

SUGGESTION AWARDS PROGRAM

Since the last ^{Support} Bulletin went to press, ~~the largest award made by~~
the Organization ^{has awarded} ~~was for \$3,000.00.~~ This award went to two ^{employees} suggesters
who ~~have been with the Organization five and six years respectively.~~
They collaborated in a suggestion ~~which has proven to be of significant~~
value to our activities. ~~The amount of this award is the second~~
largest ^{award} in the history of the ^{Organization} agency. The largest ~~award, you will~~
~~remember,~~ was for \$8,500.00 and was described in our ^{September-October} ~~November-December~~
1957 Support Bulletin.

These suggesters were honored at a ~~(very impressive presentation)~~
ceremony on 24 July, at which the senior officials of the organization
~~(joined the Deputy Director in paying~~ ^{paid} tribute to them. The award winners
were presented with Certificates of Appreciation, their checks, and
commendation letters, ~~the~~ copies of which have been placed in their
~~individual~~ personnel folders.

The Deputy Director ^{stressed} ~~remarked~~ that he ^{and} the Director, ~~and the key~~
~~representatives present were~~ ^{are} extremely interested in the Suggestion
Awards Program ^{because} ~~in that~~ it stimulates and encourages ideas, ~~which are~~
the very core of our business.

The Chairman, Suggestion Awards Committee ~~took advantage of the~~
~~occasion to comment on the fact that~~ ^{ed} ~~the~~ Legislation creating the Federal
Incentive Awards Program ~~contemplated including~~ ^{permits} recognition and awards
for significant suggestions ~~which are in line with~~ ^{made in the} ~~duty,~~ The only
qualification ^{when} ~~is that~~ such suggestions ~~must be~~ ^{are} so superior or meritorious
as to warrant special recognition.

The Chairman also stated that our larger awards for the last twelve months total nearly \$15,000, ~~00~~ and that a successful Suggestion Awards Program means ~~that~~ our people are thinking about work improvement, and that we cannot ever have too much of this.

* * * * *

In addition to the \$3,000 ~~00~~ suggestion award, sixteen ^{employees} ~~suggesters~~ received cash awards ~~along with~~ ^{and} Letters of Appreciation from the Chairman, Suggestion Awards Committee -- copies of which were placed in their Official Personnel Folders. Five of these awards were made for outstanding achievements.

^{for other} All ~~these~~ suggestions, ^{Saw of these} and awards are reviewed here in the Support Bulletin with the hope that they ~~suggestion~~ ^{or an} adaptation of ~~the suggestion~~ ^{them} may be useable in the reader's office. If this proves true, please inform the Executive Secretary of the Suggestion Awards Committee, because the additional use may entitle the original suggester to an additional award.

A most significant suggestion was the proposal that a brief of references be typed under the text of a cable to further identify cables ^{when the} ~~whose~~ ^{text} is not self-explanatory. For this suggestion, the Committee voted an award of \$450 ~~00~~ to be accompanied by a Certificate of Appreciation from the Director.

Another suggester devised a means of using plastic tapes for certain types of communications traffic, which saved considerable man-hours. He received an award of \$160 ~~00~~. The ~~head~~ ^{Director} of the suggester's

~~using plastic tapes for~~ ← If not
certain types of ~~✓~~ could substitute
improving communications traffic
internal operating procedures

SECRET

Office also wrote a memorandum commending this suggester on his overall good work, proclaiming this suggestion to be a typical example of the interest and initiative the suggester shows in the Organization.

One employee observed that chart paper was needlessly being used with the Brush Recorder in his office, ^{and} he suggested that ~~the use of~~ less expensive adding-machine paper be ^{substituted. This} ~~adopted.~~ ⁱⁿ The suggester earned a \$70.00 award.

~~Two \$50.00 awards were made to two suggesters for revisions in forms. One suggester proposed a change in the present design of Form 240a, Courier's Classified Mail Receipt, to include perforation on both parts of the receipt and carbon interleaved of the two-part set. The other suggested a change in Form 610a, Routing & Records Sheet, to include: "On filing documents in permanent case file, destroy back pink sheet, locator cards, and abstract slips".~~

~~Two \$25.00 awards were made to two employees ^{who} for their individual suggestions. One employee suggested a ^{(1) simplified} new unclassified numbering system ^{for photographs accompanying unclassified} by which personality photos in a division's reports ^{to facilitate ordering in} could be ^{copies of photos} ordered. The other suggester proposed ⁽²⁾ the much talked about shuttle-bus schedule on wallet-size cards.~~

~~A suggester received an award of \$15.00 for his suggestion proposing a new construction plan for the streets of one area as a safety measure ^{to reduce} against traffic hazards in.~~

~~Eight employees received awards of \$10.00 each for suggestions proposing: (4) a system for the numbering of Non-^{Form 1236} Accountable Material~~

Form 1236
25X1A

SECRET

Forms in
25X1A will
be
10/1/58

25X1A will
on
the
give new
wording

8/13/58
CEB said to cut out
the minor suggestions

Manifest; ⁵(~~2~~) the ~~construction~~ and use of a removable bulletin board to educate typists ~~of his section~~ in the proper method of typing new items; (~~3~~) the use of a piece of clear plastic and a grease pencil in lieu of ditto paper for recording daily data; (~~4~~) ^{7. extension of} shuttle bus service ~~extended~~ to include a stop for employees attending certain classes; (~~5~~) ^{8. revision No.} Form 108, Security Check Sheet, ~~revised~~ to cover a ^{four-month} ~~one-year~~ period rather than the present two-month period; ~~the change was made to~~ cover a four month period; (~~6~~) ^{9. used} the work "PRIORITY" indicated on the pouch manifest; (~~7~~) ¹⁰ ~~the~~ Routing and Record Sheet, ^{and 11} start the "Tp" column of Form No. 610 on line two so that the information would not be covered up by the abstract file slip; (~~8~~) a method of converting the 082 sorter to an 083 sorter for use in one division.

Letters of Appreciation went to each of ~~four~~ ^{three} suggesters for:

- (1) compiling a supplement to the "Index of Bureau of Ships Publications" for use in ^a ~~her~~ branch of the library;
- (2) proposing that stenotypists be instructed in most frequently used intelligence word ~~usage~~ ^{usage};
- (3) proposing ~~that the~~ ^a training people ~~conduct~~ a course to improve writing to meet deadlines; and (~~4~~) ~~proposing a method of producing a microdot, using a Minox camera.~~

Please remember to advise the Executive Secretary, Suggestion Awards Committee if any of the above suggestions are useable in your office.

HOW TO MAKE A GOOD SPEECH WITH MINIMUM EFFORT

This was explained in the article and not a part of the article.

Here are a few shortcuts and simple techniques used by the experts. These guides will make your next speech easier for you, and easier on your audience as well.

As a member of this Organization, you cannot

You probably do not have the time or desire to become a "professional" public speaker. But you would probably like to do a "better-than-average" job on those few occasions when you are standing on the speaker's platform. There are some shortcuts and a few tricks that can help you do it with minimum effort.

*3 per
CEB*

This "minimum effort" requires a new approach to listening to other speakers, especially those you know in advance to be good.

But first, think back to the last speech you heard, good or bad. Multiply, roughly, the number of people in the audience by the number of minutes used by and for the speaker. Then estimate the average hourly salary of those present and compute the cost of his words. If you believe time is money, this mental arithmetic should reveal your responsibility to exert at least a minimum effort the next time you are called upon to speak.

While listening to a good speaker, listen as a critic. Note his acknowledgment of the introduction. Does he have an easy manner which enables him to accept praise or flattery graciously? This is his first impression upon his listeners. Does he address the chair, recognize dignitaries at the speaker's table, and, of course, the audience? Rightly or wrongly, listeners interpret this practice as the mark of a professional. So that's Minimum Effort #1.

His first sentence is his attempt to "hook" the interest of the audience. Be it a question, a dramatic shocker, or a quotation, is it a sharp enough

According to a leading expert, there are several shortcuts and simple techniques that are helpful to persons called upon to address large groups. "Minimum effort" is the term this expert uses to refer to such techniques.

dictated
by CEB

UNCLASSIFIED

☐ INTERNAL
USE ONLY☐ CONFIDENTIAL☐ SECRET

Approved For Release 1999/09/20 : CIA-RDP78-04724A000200020014-7

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: 25X1A
[REDACTED]

NO.

DATE

30 July, 1958

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

30 July 31 July JJ

31 July 12

Attached is a short article on the Personnel Officers' Conference as you requested.

It is approximately 200 words in length.

I would be happy to add to the material, or re-write, if needed.

JLO

3.

4.

5.

122 East Bldg.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.